

IOWA BOARD OF EDUCATIONAL EXAMINERS

Instructions for State and National Criminal History Record Checks

1. Please note that the **FINGERPRINTING MUST BE PERFORMED BY AN AUTHORIZED FINGERPRINTER**. You will need to contact your local police department or sheriff's office to set up an appointment to have your fingerprints taken.
2. Have your fingerprints rolled carefully and legibly in the appropriate boxes.
3. Complete all appropriate items on the fingerprint card. Please print legibly. When you received your fingerprint card, three boxes should have been completed in red ink in advance by our office. If the card that you received does not have these boxes stamped in red ink with the appropriate information, please contact our office for a new card. The three areas are:
 - Employer and Address (This section should be preprinted "**Board of Educational Examiners**")
 - Reason Fingerprinted (This section should be preprinted "**NCPA/VCA-Employment**")
 - YOUR NO. OCA (This section should be preprinted "**BOEE**")

Be sure to complete the following boxes that are labeled:

- Residence (Address)
 - Name (Last, First, Middle)
 - Date of Birth (Month, Day, Year)
 - Citizenship (Country)
 - Sex
 - Race
 - HGT. (Height)
 - WGT. (Weight)
 - Eyes (Color)
 - Hair (Color)
 - Place of Birth (City, State)
 - Social Security Number
4. Send the fingerprint card, signed waiver, and **check or money order for \$52.00** to the Iowa Board of Educational Examiners with your application. The address may be found at the bottom of these instructions.
 5. DO NOT FOLD, STAPLE, BEND, TAPE, OR MODIFY the FBI fingerprint card.
 6. It is anticipated that background checks may take up to twelve weeks for processing.

Iowa Board of Educational Examiners
Licensure
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147
Licensure Office: 515-281-3245

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Instructions for Completing the Waiver Form

Please read carefully the following information as a guide to answering the questions on the waiver form.

- 1) All criminal convictions must be disclosed. This includes any and all OWIs. An OWI is a criminal conviction. The Board's licensure question requires that an applicant disclose all criminal convictions including OWIs and all misdemeanor offenses whether a simple, serious, or aggravated misdemeanor.
- 2) When an individual applicant signs a waiver release, the Board is entitled to access all criminal history convictions, including those involving deferred judgments or expunged records. An applicant, therefore, must disclose all convictions, even if the public record has been expunged or a judgment deferred.
- 3) Due to an Iowa Supreme Court decision, an incident with a deferred judgment will be considered when making licensure decisions because a deferred judgment is a conviction. The individual was either found guilty of, or pled guilty to, the incident, and the incident must be disclosed. Although sentencing or penalty may not be imposed if the individual successfully completes the probation, a deferred judgment is still considered a conviction and must be disclosed.
- 4) Please keep in mind that not all criminal offenses, founded abuse reports, or suspended or revoked licenses from another state will result in a Board decision not to issue a license. The applicant, however, must provide truthful information for the Board's review. A failure to disclose may result in the denial of a license, certificate, or authorization.
- 5) For any "Yes" response, explain on a separate 8 ½ x 11 paper and attach it to the waiver form. Do not respond on the waiver form. Be sure to include the date of the violation(s).

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WAIVER

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone ()	Work Phone ()	Email Address	Teacher Prep. Institution

I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or the FBI may be released as allowed by law.

Background Information:

For a "Yes" response on a. – e., attach a written explanation on 8 1/2" x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. *If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application, if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of child abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license denied, revoked, or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen? If you answered "No," check if you are:
☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
☐ a foreign national not physically present in the United States.
☐ other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper

Statement of Fraud: Fraud in the procurement of a license or falsifying records for licensure purposes may constitute grounds for filing a complaint with the Iowa Board of Educational Examiners. I understand that any misrepresentation of facts may result in the denial or revocation of my license.

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the information on this waiver is true and correct.

Signature of Applicant

Date